



Job Vacancy Announcement

Date Posted: August 5, 2021

Position Title: Operations Manager

Reports to: Asst. Superintendent

Dept/CC: Environmental Services Utility/Public Works

Purpose:

The Operations Manager of Environmental Services Utility/Public Works serves as an aide to the Assistant Supt. and assumes his/her responsibilities in his/her absence. Primarily responsible for the efficient and effective operations/performance of the Public Works division. The Operations Manager is responsible for operational and administrative readiness tasks as assigned by the Asst. Supt. of the Public Works department. The scope of responsibility includes direction of employees, equipment and materials. Performs other related duties as assigned.

Essential Functions

Tasks common to the Operations Manager position include:

1. Directly monitors the performance of departmental employees including Street and Alley staff, Administrative Assistants, Arborist, Tree Trimmer, Driver/Operator, Mechanics, Lead Mechanics, Grinder Operator, Operator/Trainer as well as any part time staff.
2. At the direction of the Assistant Superintendent, oversee the operations and function of the DPW. Those functions include but are not limited to snow and ice control, bulk solid waste removal, lowering, tree care, signage, minor road maintenance, demolitions as well as administrative functions.
3. Develops plans for future departmental operations and program implementation.
4. Administers the record maintenance of departmental daily activity.
5. Monitors the conduct of departmental operations within city neighborhoods.
6. Responds to inquiries from the citizens, vendors, city-council members or the Mayor.
7. Perform necessary duties for the administration of ordinances, regulation requirements and policies and procedures.
8. Prepare budget and reports as required by Superintendent.
9. Maintain efficient performance of employees and equipment through strategic work assignments and utilization of employees.

Qualifications:

- Skills and abilities normally associated with the completion of a Bachelor's Degree in business, Civil Engineering or related field preferred.
- 5 to 10 years Public Works experience required
- 2 years of experience in a supervisory role preferred.

Physical requirements:

Position requires routine, arduous, hands on physical labor including climbing ladders or scaffolds, lifting, pushing pulling items 20 to 50 lbs. Occasionally lifting, pushing pulling items in excess of 80 lbs. Sit, stand and walk for extended periods of time. Working for extended periods in hot, cold, humid or wet environments.

HOW TO APPLY: Please send resume and cover letter to Carolyn A. Croswell/Human Resources Department 304 S. Indiana Ave, Kankakee, IL 60901 or email ccroswell@citykankakee-il.gov or visit our website at www.citykankakee-il.gov. EOE